

TOWN OF FOREST HEIGHTS  
RESOLUTION 86-17

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST  
HEIGHTS, MARYLAND TO HIRE KATHLEEN VIA, AS A FULL TIME EMPLOYEE  
WITH THE ADMINISTRATOR DEPARTMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Council shall hire employee; and

**WHEREAS**, the Council finds that Kathleen Via has shown that she has the necessary experience and knowledge to serve a full time employee in the Administrator Department and it is in the best interest of the Town to hire Ms. Via; and

**WHEREAS**, Kathleen Via has shown that she has the necessary experience and knowledge to serve as a Administrative Assistant in the Administrator Department and it is in the best interest of the Town to appoint Kathleen Via as a Administrative Assistant; and she shall now serve in the capacity of full-time at an hourly rate of \$16.00 and will become a full-time employee with all the benefits offered to full time employees of the town and a salary of Thirty Three Thousand Two Hundred and Eighty Dollars (\$33,280.00) per year.

**WHEREAS**, pursuant to Section 7.90 of the Employee Handbook each new or promoted employee shall be notified of his or her probationary status, and unless other law, regulation or valid contract states otherwise (as in the case of existing merit employees), and at the end of 90 days and satisfactory evaluation by the Supervisor, Town Administrator and Mayor, and should the performance evaluation be unsatisfactory, the Town Administrator and Mayor may extend the probation period for an additional 60 days; and

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby approves the hiring of Kathleen Via as a full time employee effective November 6, 2017; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon its passage.

PASSED this 6<sup>th</sup> day of November, 2017.

**APPROVED:** By Resolution of the Town Council of the Town of Forest Heights, Maryland

ROLL CALL VOTE  
MUHAMMAD  
KENNEDY II  
MCLAURIN  
BARNES  
HINES  
SMITH-BARNES  
BROWNSON

YEA/NAY/ABSTAIN/ABSENT  
YEA  
YEA  
YEA  
YEA  
YEA  
YEA  
YEA  
ABSTAIN

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I HEREBY CERTIFY that the above Resolution No. 86-17 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the 6<sup>th</sup> day of November, 2017.

ATTEST:

THE MAYOR AND COUNCIL OF THE  
TOWN OF FOREST HEIGHTS

**SIGNATURE ON FILE**

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By **SIGNATURE ON FILE** (Seal)  
Habeeb-Ullah Muhammad, Mayor

**SIGNATURE ON FILE**

By: \_\_\_\_\_ (Seal)  
Jonathan Kennedy, II, Council President

**SIGNATURE ON FILE**

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk